

Subject: Electronic Media Destruction

Information security is critical to any organization. The Office of State Finance is responsible for developing and implementing guidance that safeguards sensitive information. Please take time to reacquaint yourself with this guidance. Information Security Policies, Procedures, and Guidelines from OSF can be located at the following website:

http://www.ok.gov/OSF/documents/StateOfOklahomaInfoSecPPG_osf_12012008.pdf

While Agencies have multiple choices for destruction of IT and Telecommunications Electronic Storage Media, any disposal or destruction of state property must first be approved by submitting [DCS-FORM-SS-001A](#) to State Surplus in advance of any action. All agencies that surplus electronic media must list the media to be destroyed with individual serial numbers on a surplus property form exclusive from any other surplus items not pertaining to media destruction. State Surplus is now authorized by the Office of State Finance as a “state authorized destruction agent”. However, until State Surplus receives their NAID certification, if a NAID certificate of destruction is required, SW794 must be utilized and charges will apply. Otherwise, State Surplus will not charge executive branch agencies that send surplus items through State Surplus for electronic media destruction.

Options for disposal of storage media:

1. A state agency may dispose of an entire unit by simply sending the computer (or other device containing electronic storage) to Department of Central Services/State Surplus located at 2530 W. Reno, Oklahoma City, OK 73107-8803, phone: (405) 525-2354.
2. A state agency may remove electronic storage media from their equipment prior to sending to the Department of Central Services/State Surplus, so long as the agency has the technical expertise for removal and that the electronic storage media is sent for destruction using SW794 or the Department of Central Services/State Surplus. State agencies must utilize SW794 if a National Association of Information Destruction (NAID) certificate is needed.
3. A state agency may chose to retain the PC, but needs to replace it’s hard drive. In this case, the hard drive may be destroyed by utilizing either SW794 or the Department of Central Services/State Surplus for the hard drive destruction.
4. State agencies will receive a certificate of destruction that confirms the date, time and method of destruction with a description of the items destroyed.

The contract (SW794) can be found at the link below:

[Statewide 794](#)

If you have questions or feedback regarding this guidance please respond to the following address: Central_Purchasing@dcs.state.ok.us